

Grants Online Reminder Notification Schedule

Document Type	Notification Name	Bundling	Notification sent to:	Notification cc:	First Notification	Subsequent Notification
PPR	Advance Reporting Notification for Project Progress Reports	One per report	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	Federal Program Officer	Approximately 45 calendar days before the report period end date	Approximately 15 calendar days before the report period end date
PPR	Project Progress Report Due Notification	One per award listing all reports with "Not Delinquent" status	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	Federal Program Officer	Approximately 28 calendar days before the report due date	Approximately 8 calendar days before the report due date
PPR	Delinquent Project Progress Report Acceptance Notification Federal Staff Only	One per report with "Submitted" status	1. Assigned Federal Program Officer on Award 2. Federal Program Officer assigned to review the PPR	1. Optional Program Officer Reviewers with open tasks 2. GMAC Representative* * only if report has been in Program Office for more than 60 days	91st day after report was submitted	Every 10 days
SF-425	Advance Reporting Notification for Federal Financial Reports	One per recipient listing all reports with reporting periods ending within next 45 days	Recipient Business/Financial Representatives* * If no Recipient Business/Financial Representative listed, then Authorized Representatives & Recipient Administrators	Grant Specialist	Approximately 45 calendar days before the report period end date	Approximately 15 calendar days before the report period end date
SF-425	Federal Financial Report Due Notification	One per award listing all reports with "Not Delinquent" status	Recipient Business/Financial Representatives* * If no Recipient Business/Financial Representative listed, then Authorized Representatives & Recipient Administrators	Federal Program Officer	Approximately 27 calendar days before the report due date	Approximately 8 calendar days before the report due date
PPR SF-425	Delinquency Notification	One per award listing all reports with "Delinquent" status	1. Federal Program Officers 2. Recipient Investigators 3. Authorized Representatives 4. Recipient Business/Finance Representatives* *only if there are delinquent SF- 425 reports	None	1st of the month (except for March when it goes out on the 3rd of the month). Reports that were submitted but returned to Recipient for revision & have been with the recipient for more than 30 days will be listed as delinquent.	1st of the month (except for March when it will go out on the 3rd of the month). Reports that were submitted but returned to Recipient for revision & have been with the recipient for more than 30 days will be listed as delinquent.
PPR SF-425	Notice of Enforcement	One per award containing a PPR or SF-425 report in one of the following states: 1. With "Delinquent" status for 15 days or more or 2. Not resubmitted for 30 or more days for returned reports	Grants Specialist	1. Federal Program Officer 2. Recipient Authorized Representative* * will be copied only on the first notice sent	1st of the month	16th of the month

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SAC	Upcoming SAC Notification	One per each award with SACs that are due in the following month	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	1. Federal Program Officer 2. Grants Specialist	15th of the month	28th of the month
SAC	Due SAC Notification	One per each award with SACs that are due in the current month	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	1. Federal Program Officer 2. Grants Specialist	15th of the month	28th of the month
SAC	Delinquent SAC Notification	One per each award with SACs that were due in the previous month	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	1. Federal Program Officer 2. Grants Specialist	3rd of the month	
SAC	Delinquent SAC Enforcement Notification	One per each award with SACs that were due in the previous month	Grants Specialist	1. Federal Program Officers 2. Recipient Investigators 3. Authorized Representatives	16th of the month	